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OEL-097-63  
14 January 1963

MEMORANDUM FOR: Executive Assistant, DD/R

THRU : Assistant Director, OEL

SUBJECT : Training Requirements for Overseas  
Assignees and Dependents

1. In compliance with your request, the undersigned attended a meeting in OTR today which was devoted to the Subject, particularly whether improved means can be devised for the scheduling of both employees and dependents for participation in the Americans Overseas Orientation and the Dependents Briefing Program. The former is now designed to provide briefings on approximately seventy countries and the latter is designed to provide dependents with general administrative information relating to assignment overseas.

2. It was the consensus of this meeting that the Central Processing check sheet, particularly as to timing, is not useful for scheduling this type of training. Usually, the check-out procedure comes too late to permit proper scheduling of orientation lectures both for employees as well as for their dependents. Rather, it would appear desirable for Division officials to make sure that briefings of this type are scheduled shortly after the decision has been made to assign an individual to an overseas position. This suggests that the briefing schedules be tied into Career Service Board actions.

3. I outlined that, whereas the Office of Research and Development and the Office of Special Activities, DD/R, have specialized problems relating to overseas duty, the Office of ELINT is similar to the Office of Communications and other support organizations as regards its requirements for overseas briefings. In a majority of instances, DD/R

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personnel processing for overseas assignment will be managed by the appropriate Foreign Division. Accordingly, it was suggested that scheduling of DD/R employees and their dependents for overseas briefings would best be scheduled by the Foreign Division in question. It was suggested that Career Service Board procedures within the DD/R could be designed to ensure that when a formal Career Service action for assigning an individual overseas is approved, the individual be apprised of a suggested training and dependent briefing program.

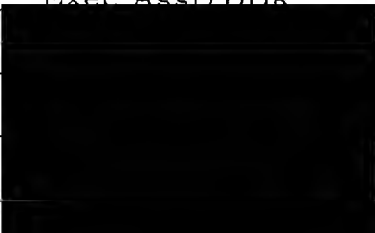

4. Another consensus of this meeting was that the catalog of courses relating to orientation for overseas briefing should be re-arranged into groups of courses recommended for various classes of personnel such as administrative officers, clerical, finance officers, operations officers, etc. With such a listing, it would be much easier to provide guidance to an individual as to what courses or briefings should be considered early in his schedule for assignment and rotation overseas. It was my understanding that the Office of Training will attempt to provide course outlines in accordance with this idea.

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Deputy Assistant Director  
Office of ELINT

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2	Exec Asst/DDR		16 Jan	Cus	
3			17 Jan	Jen	
			Cus		
4					
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
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